



JOB DESCRIPTION

The Education Achievement Authority of Michigan is a new statewide school system that will assume operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Human Resources Generalist

REPORTS TO: Assistant Chancellor, Instructional Support and Educational Accountability

SUMMARY

The Human Resources Generalist works with the Assistant Chancellor to develop and implement Human Resources practices and procedures that will promote an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The selected candidate will provides advice, assistance, and follow-up on EAA policies, procedures, and documentation. He/she will coordinate the resolution of specific policy-related and procedural problems and inquiries.

PRIMARY RESPONSIBILITIES:

1. Responsible for all or part of these areas: recruiting and staffing logistics, organizational and space planning, performance management and improvement systems; organization development, employment and compliance to regulatory concerns and reporting, employee orientation, development, and training; policy development and documentation; employee relations; compensation and benefits administration; employee safety, welfare, wellness, and health; and employee services and counseling.
2. Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
3. Develop and maintain relationship with employment agencies, universities, and other recruitment sources.
4. Prepare and maintain salary structure, job documentation, and job evaluation systems. Complete salary survey questionnaires.
5. Design and conduct new employee orientations.

6. Administer and explain benefits to employees, serve as liaison between employees and insurance providers.
7. Recommend, develop, and schedule training and development courses.
8. Provide advice, assistance, and follow-up on company policies, procedures, and documentation.
9. Coordinate the resolution of specific policy-related and procedural problems and inquiries.
10. Recommend, develop, and maintain human resource manual filing systems.
11. Develop and recommend operating policy and procedural improvements.
12. Develop and update tracking systems necessary in daily operation.
13. Develop and maintain employee handbook.
14. Perform specific research/investigation into operational issues, as requested.
15. Provide on-the-job training to new employees.
16. Conduct orientation sessions for new employees to explain personnel policies, compensation, and benefit programs.
17. Maintain employee files and records, assures completeness of files.
18. Responds to public inquiries on positions available in employment.
19. Personal ongoing development to maintain the knowledge and skills necessary to complete the job.
20. Other related duties as assigned.

EDUCATION

Position requires a bachelor degree in a related field or a combination of education and experience.

KNOWLEDGE AND SKILLS

Position requires training and experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; knowledge of computer programs including word processing and spreadsheets; ability to analyze data and provide recommendations; and notary public or ability to gain

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certification. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

FILING DEADLINE: Filled until Posted

SALARY: \$70,000 - \$75,000

LENGTH OF WORK YEAR: Twelve (12) Months

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. MiUndrae Prince
Assistant Chancellor
Instructional Support and Educational Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to: prince@michigan.gov

EMPLOYEE SIGNATURE DATE

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.